

**To:** R8 SLT[]  
**Cc:** CN=Maureen Brennan/OU=R8/O=USEPA/C=US;CN=Kathi Flavin/OU=R8/O=USEPA/C=US@EPA;CN=Frances MacDonald/OU=R8/O=USEPA/C=US@EPA[]; N=Kathi Flavin/OU=R8/O=USEPA/C=US@EPA;CN=Frances MacDonald/OU=R8/O=USEPA/C=US@EPA[]; N=Frances MacDonald/OU=R8/O=USEPA/C=US@EPA[]  
**From:** CN=Linda Wolfe/OU=R8/O=USEPA/C=US  
**Sent:** Mon 8/20/2012 3:27:00 PM  
**Subject:** Please respond by 10:00 August 21: New instructions: August 28 EPA Chief of Staff Policy Update  
[Region 8 Policy Update 14 Aug 2012.xlsx](#)

Hi everyone,

From now on, when you receive the previous week's report (below) showing what we submitted to HQ, please prepare the current week's report:

1. remove the yellow highlights from all boxes
2. add yellow highlight to boxes where you have text changes
3. mark all text changes in red ... this will help me figure out what changes have been made when I receive updates in one item from two organizations (which happened last week).

Thanks a bunch; please call if questions! lw

Linda Wolfe, Executive Secretary  
Office of the Regional Administrator (8RA)  
USEPA Region 8, 1595 Wynkoop Street  
Denver CO 80202-1129

Phone: 303.312.6162 FAX: 303.312.6882  
Hours: 6:30am - 4:00pm Mountain Daylight Time (MDT)